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ABSTRACT

Full-time faculty of the Inter American University of Puerto Rico are governed by the 1975 edition of the faculty handbook. The document includes discussion of items such as: functions of the faculty; conditions of employment; teaching loads; academic freedom and responsibility; academic tenure; research, consulting, overtime teaching and project work; appointments; promotions; nonteaching responsibilities; grading system; operational guidelines; library; sabbatical leaves; other leaves; tuition benefits; retirement benefits; and insurance benefits. (JMF)

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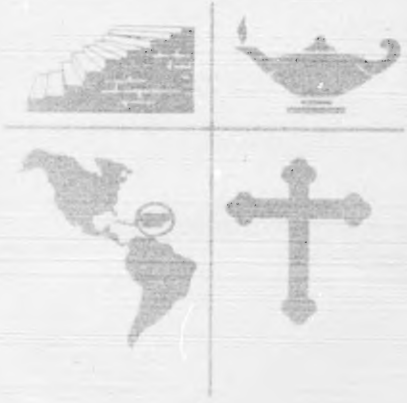
FACULTY POLICIES



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PART V

FACULTY POLICIES

This part of the Manual includes information regarding the basic obligations and privileges of the Part-time Faculty and of the University. It sets forth University expectations, but does not elaborate on all the essential information concerning conditions of employment.

These Faculty Policies were approved by the Executive Committee of the Board of Trustees, June 18, 1974.

A. Full-Time Faculty

This section includes the following:

1. Definition of Faculty
2. Functions of the Faculty
3. Conditions of Employment
4. Teaching Loads
5. Academic Freedom and Responsibility
6. Academic Tenure
7. Research, Consulting, Over-Time Teaching and Project Work for Compensation
8. Appointments
9. Reappointments
10. Promotions
11. Standards for Notice
12. Non-Teaching Responsibilities
13. Operational Guidelines
14. Grading System
15. Library
16. Sick Leave
17. Sabbatical Leaves
18. Leave without Pay
19. Leaves and Fringe Benefits
20. Study Grant Fund
21. Tuition Benefits
22. Retirement Benefits

23. Life and Medical Services Insurance Plan

24. Disability Insurance

25. Moving and Travel

26. The University Seal, Shield, Stationery and Use of Name

1. DEFINITION OF FACULTY

"Faculty" as used herein shall refer to full-time instructional staff holding the rank of Professor, Associate Professor, Assistant Professor or Instructor.

2. FUNCTIONS OF THE FACULTY

The primary function of the faculty is to teach and to counsel with students. In addition, the faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, evaluation of pupil performance, faculty status and those aspects of student life which relate to the educational process. The faculty also sets the requirements for the degrees offered in course, determines when the requirements have been met, and presents degree candidates to the President and the Board. Secondary functions are research, writing and other cultural or intellectual pursuits.

3. CONDITIONS OF EMPLOYMENT

The University expects that all instructional staff, count as prime requisites a concern for the intellectual, cultural, spiritual and moral life of the students, and that the faculty work together in an open-minded manner regardless of personal conviction and support academic programs and general aims and goals of the University. They are also expected to support the educational policies of the University, to serve it loyally, to work constructively toward the improvement of the institution, and at all times to conduct themselves with proper dignity.

Further, each member of the teaching faculty is expected to engage in such professional activities as will enhance his academic reputation. Professional activities relate, within the University, to service on standing or ad hoc committees, and outside the University, to membership in professional societies and active participation in their affairs.

4. TEACHING LOAD

a. Undergraduate Level

The maximum teaching load for full-time faculty is thirty (30) semester credit hours or equivalent for the academic year, except as otherwise stipulated by contract. No more than three different preparations per semester wil be assigned unless it is necessary, in some instances, to complete the minimum teaching load. Equivalency will be determined by the Dean of Academic Affairs in consultation with the Vice President and Executive Dean of the Instructional Unit in accordance with the following policy:

(1) When a laboratory assistant is available and the instructor of the class is present in the laboratory, the instructor will receive one credit hour toward his teaching load for two clock hours in the laboratory. He will receive 1 1/2 credit hours toward his teaching load for laboratories involving three clock hours.

(2) When a laboratory assistant is not employed, the instructor will receive 1 1/2 credit hours toward his teaching load for laboratories involving two clock hours. He will receive 2 credit hours toward his teaching load for laboratories of three clock hours.

b. Graduate Level

The maximum teaching load for faculty engaged in full-time graduate teaching is twenty four credit hours or equivalent per academic year and no more than three different preparations per semester. The load of graduate faculty who teach undergraduate as well as graduate courses shall be determined by the Vice President and Executive Dean of the instructional unit in consultation with the Vice President for Academic Affairs.

c. Faculty Office Hours

In addition to the teaching schedule, each member of the faculty should schedule at least three hours a week for student advisement. This schedule should be posted so that students may make arrangements for meeting their professors. Each Department Chairman should have a complete schedule of the office hours of all members of his department. Department Chairmen are to submit a copy of this complete schedule to the Dean of Academic Affairs.

d. Faculty Absences

Any faculty member who contemplates being absent from regular campus duties is expected to make arrangements in advance with his immediate superior. A professor who misses clasess due to an emergency or illness should notify within 24 hours or as soon as physically possible, the Department Chairman and the Dean of Academic Affairs or the Regional College Director or the Vice President and Executive Dean in the case of the School of Law.

A professor who desires to be absent from the campus and from his classes should get the permission of the Chairman of the Department and of the Dean of Academic Affairs. For the regional colleges these concerns will be handled by the Directors.

5. ACADEMIC FREEDOM AND RESPONSIBILITY

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his subject but should be careful not to emphasize in his teaching controversial matter which is extraneous to his subject.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and clearly indicate that he is not a spokeman for the University.

This University is committed to the solution of problems and controversies by the method or rational discussion. Acts of physical force or disruptive acts, therefore, interfere with university activities, with freedom of movement on the campus and with freedom for students to pursue their studies. They are the antithesis of academic freedom and responsibility and are acts which in effect deny freedom of speech, freedom to be heard, and freedom to pursue research of their own choosing to members of the academic community or to invited visitors to that community.

Further, as the University is also committed to the proposition that faculty members in higher education are officers of the University and share

in the authority and responsibility in the general governance of the institution, it is held that this common life renders the strike inappropriate as the mechanism for the resolution of most conflicts within higher education. Faculty members, therefore, should exercise their right to strike only if they believe that another component of the University is inflexibly bent on a course which undermines an essential element of the educational process.

6. ACADEMIC TENURE

After the expiration of a probationary period, full-time faculty members shall have permanent or continous tenure, and their services shall be terminated only for adequate cause, except in the case of retirement at age sixty-five, or under extraordinary circumstances because of financial exigencies. In the interpretation of this principle it is understood that the following represents acceptable academic practice:

a. The precise terms and conditions of every appointment shall be stated in writing, be signed by all parties, and be in the possession of both institution and teacher before the appointment is consummated.

b. Beginning with the appointment to the rank of full-time instructor or a higher rank, the probationary period will not exceed seven years. If, however, a teacher has served in other institutions of higher education prior to appointment, the probationary period may be reduced to no less than four years for the ranks of Instructor, Assistant Professor, and Associate Professor. The reduction will be contingent upon evidence of satisfactory performance submitted prior to the initial appointment and upon the condition that no less than two years at a single institution be counted. Appointment at the professorial level may involve further reduction of the probationary period. Any agreement involving the reduction of the probationary period will be stated in writing at the time of the initial

appointment. Notice shall be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.

c. During the probationary period a teacher shall have the same academic freedom as all other members of the faculty. Time spent on leave of absence, however, will not count as probationary service unless the individual and institution agree to the contrary at the time leave is granted.

d. Continuation of academic tenure involves maintenance of competence as a teacher and scholar.

e. Termination for cause of a faculty member on continuous tenure shall be considered by both a faculty committee and the Board of Trustees. In all cases where the facts are in dispute, the accused teacher shall be informed in writing before the hearing of the charges against him and shall have the opportunity to prepare his defense and to be heard by the Senate Personnel Committee with the right of appeal to the Academic Affairs Committee of the Board of Trustees. He shall be permitted to have with him an adviser of his own choosing who may act as counsel, and there should be full stenographic record of the hearing available to the parties concerned. In hearing of charges of incompetence, the testimony should include that of teachers and other scholars within the academic field of the accused, either from his own or from other institutions.

If the hearing committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President rejects the report, he will state his reasons for doing so, in writing, to the hearing committee and to the faculty member, and provide an opportunity for response before transmitting the case to the Board of Trustees. If the hearing committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons.

If dismissal or other penalty is recommended, the President will, on request of the faculty member, transmit to the Board of Trustees the record of the case. The Board of Trustees' review will be based on the record of the committee hearing, and it will provide opportunity for argument, oral or written or both, by the principals at the hearing or by their representatives. The decision of the hearing committee will either be sustained, or the proceeding returned to the committee with specific objections. The committee will then reconsider, taking into account the stated objections and receiving new evidence if necessary. The Board of Trustees will make a final decision only after study of the committee's reconsideration.

Dilatory tactics by any teacher which result or may result in unnecessary delay in the final resolution of his case shall be considered by itself as a reason for dismissal.

f. Teachers on continuous tenure appointment who are dismissed for reasons not involving moral turpitude shall receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

g. Where termination of appointment is based on discontinuance of a program or department of instruction at one of the instructional units, the University should offer the faculty member another teaching position within the University according to his qualifications. If no such vacancy exists, or if termination of appointment is based upon financial exigency, the faculty member on a tenure appointment shall be given a year's notice or in lieu thereof he will be given severance salary for twelve months.

h. Termination of a tenured appointment, or of a nontenured or special appointment before the end of the period of appointment, for medical reasons, will be based upon clear and convincing medical evidence which shall, if the faculty member so request, be reviewed by the Senate Personnel Committee before a final decision is made by the Board of Trustees on the recommendation of the President of the institution.

i. A faculty member may terminate his appointment effective at the end of an academic year, provided that he gives notice in writing at the earliest possible opportunity, but not later than May 15, or 30 days after receiving notification of the terms of his appointment for the coming year, whichever date occurs later. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he would otherwise be denied substantial

professional advancement or other opportunity.

j. Faculty members, as citizens, are free to engage in political activities. Where necessary, leaves of absence may be given for the duration of an election campaign or of a term of office, on timely application, and for a reasonable period of time. The terms of such leave of absence shall be set forth in writing, and the leave will not affect unfavorably the tenure status of a faculty member, except that time spent on such leave will not count as probationary service unless otherwise agreed to. This policy will not apply retroactively.

k. When it becomes necessary to transfer faculty members within the University, the Administration will consider the interests of both the faculty member and the institution.

7. RESEARCH, CONSULTING, OVER-TIME TEACHING AND PROJECT WORK FOR COMPENSATION

Although the University encourages its faculty to engage in research, consulting and project work that will promote the professional growth of the individual, and through him strengthen the standing and recognition of the University, the University, in order to protect the teaching effectiveness of its faculty also has legitimate interest in the work, endeavors, or activities of its faculty members which will be considered "outside" work. The following represents acceptable practice:

a. The Department Chairmen and Regional Colleges Directors in conjunction with their respective Dean of Academic Affairs or other immediately superior deans or officers of academic affairs are most directly responsible for determining the teaching effectiveness of the faculty members serving under them. Therefore:

(1) Upon signing a contract with the University, each faculty member must report in writing to his immediate superior all outside work in which he is currently engaged, and must subsequently report in the same way further outside work in which he may subsequently engage during the life of his contract with the University. When deemed necessary, the

Dean of Academic Affairs, Vice President and Executive Dean of the instructional unit or the Vice President for Academic Affairs may investigate the outside employment of a faculty member.

(2) A faculty member carrying a full teaching load may engage in research, consulting, or other suitable outside work for compensation provided this work is agreed to in writing by the faculty member, his Department Chairman or Regional College Director and the corresponding Dean of Academic Affairs and the Vice President and Executive Dean of the instructional unit. In the case of Department Chairmen, the agreement should be between him and his two immediate academic superiors, for example, his Dean of Academic Affairs and the Dean of the instructional unit. All of these agreements are, however, subject to review and revision by the Vice President for Academic Affairs.

(3) In case of disagreement between a faculty member and his academic superior in regard to kind or quantity of outside work deemed to be suitable, the following procedure will be used:

(a) The case will be submitted to the Faculty Personnel Committee of the corresponding instructional unit of the University for mediation or if such a committee does not exist, an impartial faculty member from another department will be named as mediator between the faculty member and his two academic superiors.

(b) Should mediation fail, the case will be referred to the Faculty Personnel Committee of the University Senate. Their recommendation will be submitted to the Vice President for Academic Affairs for review and adjudication.

b. Compensation for research project work within the University performed by part-time faculty or part-time administrative personnel will normally be determined at a rate equal to that which they are paid for their part-time teaching and/or administrative assignments.

c. Faculty and staff members engaging in personal consulting practices in accordance with prior agreement (p. V-11 -12, a.(1), (2)) must also adhere to the following conditions:

(1) University equipment and space are not to be used, borrowed, or rented.

(2) The University name is not to be used, other than to identify the consultant as a member of the University staff and his position.

(3) Payment charges are to be made between client and consultant and are not to be reported to the University, nor is the University to be involved in any way with these charges except that such charges should not be less than is average for similar professional services.

d. The maximum work load of a faculty member during a regular academic year is thirty credit hours plus the indicated number of office hours. The number of credit hours may vary for Department Chairmen or for graduate teaching as covered by other University regulations. No faculty member shall be assigned more than three (3) credit hours of overload teaching. Exceptions to this rule can only be made when the necessity and interest of the University so require and they must have the approval of the Vice President for Academic Affairs. In addition it is permissible for faculty members to teach up to six (6) credit hours during the summer. Each faculty member is encouraged to plan for at least one month during the summer without teaching or administrative responsibilities.

e. Faculty members who engage in special programs or projects within the University, which are contracted by outside agencies, are subject to any further overtime regulations stipulated by the contract covering the corresponding program or project.

8. APPOINTMENTS

Persons with academic and professional backgrounds are considered for faculty status at Inter American University of Puerto Rico solely on the basis of their individual qualifications and without regard to race, creed, color, national origin, sex or ancestry.

The precise terms and conditions of every appointment shall be stated in writing and be in the possession of both the institution and teacher before the appointment is consummated. Appointments to the rank of instructor or higher are or four kinds: probationary, tenure, substitute, and temporary.

a. A probationary appointment is one granted to a person who will fill a long-term established position. Such an appointment will be counted towards tenure.

b. A tenure appointment is an appointment granted after the expiration of the probationary period.

c. A substitute appointment is one granted to fill a temporary vacancy due to a leave approved for a faculty member with tenure or probationary appointment. Such an appointment does not count towards tenure and is not subject to the standards of notice as defined in this Manual. Termination of appointment will occur without notice when the contract expires.

d. A temporary appointment is one limited to a fixed period of time which may vary from one month to three years. This appointment does not count towards tenure and is not subject to the standards of notice as defined in this Manual. Termination of appointment will occur without notice when the contract expires.

If, however, the University offers a probationary appointment at the termination of a substitute or temporary appointment, teaching under those appointments may be counted toward tenure if so indicated on the initial probationary appointment contract.

The recruitment and recommendations for appointment of new faculty members is primarily the responsibility of Department Chairmen or Regional College Directors. This responsibility is shared, however, by other officers of the University including the Deans and Vice Presidents. In making recommendations for associate and full professorial appointments, the Chairman or Regional College Director should consult with the faculty members of his department or regional college. His recommendations are made directly to the Dean of Academic Affairs.

The Vice President and Executive Dean of the instructional unit makes decisions on all temporary (up to one year), substitute, and part-time appointments except appointments involving persons with a preparation of less than a Master's

degree in his teaching field which must be authorized by the Vice President for Academic Affairs. All probationary and tenure appointments will be recommended through the Vice President for Academic Affairs to the President.

The rank of Assistant Professor should be granted only to those who have proved their worth as teachers at the University level and have given evidence of productive scholarship. An Assistant Professor should possess maturity and attainment in the field of scholarship in which the master's degree is frequently a testimonial. There is no presumption in the appointment as an Assistant Professor implying any subsequent appointment at a higher rank.

The rank of Associate Professor should be granted only to those who, in addition to all of the qualifications of an Assistant Professor, have a distinct contribution to make to the University through the excellence of their teaching, productive scholarship, or other educational service. Academic preparation should be near the completion of a doctor's degree or the degree should have been attained. There is no presumption in appointing an Associate Professor that he will later be promoted nor does reappointment as an Associate Professor imply any subsequent appointment at a higher rank.

The rank of Professor should be granted only to those who have a Ph.D. degree or its equivalent after careful consideration of the scholarship, productivity, teaching effectivenes, and reputation among his peers in his own field, as well as his success in guiding students toward noteworthy attainments. It should be granted only to those who have been so tested that there is reasonable certainty of their continued contribution to the University throughout the remainder of their working years. It should never be granted as a reward for seniority and should be reserved as a mark

of distinction in the field of scholarship and instruction.

Appointment to these higher ranks does not confer any dispensation from the obligations and terms specified in this Manual unless so agreed upon and stated in the contract.

A Faculty member having less than a Master's degree in his teaching field will usually not be qualified for promotion in academic rank or for tenure.

9. REAPPOINTMENTS

a. Recommendations

Recommendations for reappointments originate at the departmental level or with the Regional College Director.

The factors to be considered are the faculty member's performance in his assignments, his scholarly and professional growth, and his contributions to the reputation and general welfare of the University.

b. Evaluations

The procedure for the evaluation of faculty is as follows:

(1) Each year during the fall semester, the Department Chairman or the Regional College Director will conduct a personal interview with each member in his department for the purpose of evaluation. The evaluation will place major emphasis on success in instruction, professional improvement, and personal characteristics. The evaluation is done with a positive approach, pointing out the faculty member's strengths and suggesting where improvement might be made. In directing this discussion, the Deparment Chairman or Regional College Director will make use of the Guidelines for Faculty Evaluation as a mean of selecting points he wishes to emphasize with each person.

(2) Faculty members should be asked to indicate their firm plans for the next year at the time of evaluation. Those who are planning to leave permanently or to request a leave of absence should be asked to indicate this in writing to the Dean of Academic Affairs or appropriate officer as soon as possible. Those who have applied for or who are going to apply for fellowships or grants should be asked to indicate this in writing, along with the dates by which they will know their final plans.

(3) As a result of the interview, the Department Chairman or Regional College Director will prepare a short written statement. This statement will indicate that the interview took place, describe the faculty member's present academic status, and report the main items emphasized in the interview. This statement will be submitted to the Dean of Academic Affairs for review and discussion with the Dean of the instructional unit. Final recommendations will then be submitted through the Vice President for Academic Affairs to the President.

(4) Notice of non-reappointment or of intention not to recommend reappointment will be given in writing by the Vice President and Executive Dean of the instructional unit after concurrence of the Vice President for Academic Affairs and in accordance with the "Standards of Notice" stated in this Manual.

10. PROMOTIONS IN RANK

Promotion is based on excellence in teaching, in scholarship and in creative work, and in various administrative, professional or academic services. Promotions in rank are neither a matter of routine nor seniority; they are a recognition of merit based upon careful evaluation.

Promotions in rank will be made by the President after consideration of the Vice President for Academic Affairs and upon the recommendation of the Vice President and Executive Dean and of the Dean of Academic Affairs of the corresponding instructional unit and the regional college director or department chairman.

Recommendations for promotion in rank normally originate with the Department Chairman or the Regional College Director. The Chairman or the Regional College Director will request those believed to be worthy of consideration to submit a full and complete record of accomplishment to date, together with such evaluation of the significance of these accomplishments as the candidate may wish to make. This will guide, but not determine, the Chairman's or the Regional College Director's recommendation to the Dean of Academic Affairs who will discuss the recommendation with the Vice President and Executive Dean of the instructional unit.

The Dean of Academic Affairs or the Vice President and Executive Dean of the instructional unit may himself originate recommendations for advancement. An individual faculty member may also, if he feels that his case is been overlooked, submit his credentials directly to the Dean of Academic Affairs. In all such cases, the Dean will request the usual department evaluations before making his recommendations.

All recommendations for promotion, notwithstanding their origin, and notwithstanding the favorable or unfavorable reactions received at the different levels of evaluation, must be submitted through the Vice President for Academic Affairs to the President for final action.

The criteria for the evaluation of candidates for promotion are:

a. Evidence of outstanding teaching performance.

b. Proof of significant contributions in the candidate's teaching role.

c. Significant contributions to the University and/or the community.

d. Academic and professional distinguished awards.

e. Academic and professional preparation of the candidate in the discipline he teaches.

f. Evidence of continued scholarship and creative activity as shown by publications, the presentation of paper at scholarly meetings, exhibitions, painting, musical accomplishments and the like.

In addition to these general basic criteria the candidates for promotion must have attained the following academic and service requirements:

Promotion to Assistant Professor

a. Master's degree or its equivalent and three years teaching experience at Inter American University of Puerto Rico, or

b. Master's degree or its equivalent and at least one year of graduate studies beyond the Master's degree at a recognized institution and two years teaching experience at Inter American University of Puerto Rico or

c. A recognized Doctorate or its equivalent.

Promotion to Associate Professor

a. Master's degree or its equivalent and at least one year of graduate studies beyond the Master's degree at a recognized institution and three years of teaching experience as an Assistant Professor at Inter American University of Puerto Rico, or

b. A recognized Doctorate or its equivalent and one year teaching experience as Assistant Professor at Inter American University of Puerto Rico.

Promotion to Professor

The rank of Professor is granted only to those who have a recognized Doctorate or its equivalent. The promotion to a full professorship is a recognition of outstanding performance in the art of teaching, which has been fully demonstrated at Inter American University of Puerto Rico. It will not be granted except for amply demonstrated excellence in teaching, generally recognized by peers preferably accompanied by contributions in his field of specialization that advance knowledge or further its public understanding or its application to mitigate human problems.

Determination of Equivalence of Academic Degrees

The determination of the equivalence of academic degrees will be the responsibility of the office of the Vice President for Academic Affairs.

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11. STANDARDS FOR NOTICE

Notice of non-reappointment, or of intention not to recommend reappointment of faculty members holding probationay contracts, to the Board of Trustees should be given in writing in accordance with the following standards:

a. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

b. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year, or at least six months in advance of its termination if an initial two-year appointment terminates during an academic year.

c. At least twelve months before the expiration of an appointment after two or more years in the institution.

d. Each faculty member is obligated to give the University the earliest possible notice but not later than one month prior to the opening of classes of any intention on his part to resign or otherwise terminate his services. By providing the earliest possible notice of intention to terminate his services, the faculty member spares the University embarrassment and gives opportunity to appoint a qualified replacement.

12. NON-TEACHING RESPONSIBILITIES

1. Faculty Committees

Faculty members are expected to serve on the Senate and on the Regional College Council, faculty committees at their respective campus, and on other special University committees. If committee responsibilities become excessive for a particular faculty member, and if his special talents and/or abilities are deemed indispensable, a reduction in the teaching load may be granted by the Vice President for Academic Affairs.

2. Registration

All faculty members are expected to assist in the registration and enrollment of students. Assignments will be made by the Department Chairmen. Late arrivals and/or absences must be excused by the Dean of Academic Affairs at least one week prior to the registration period to permit reassignment of available personnel.

3. Orientation of New Staff Members

All new members of the faculty and administrative staff are required to attend the first general faculty meeting scheduled prior to registration and enrollment. At this meeting all new staff members are welcomed to the University. Information is given concerning procedures for the opening of the University for the academic year, registration of students and the orientation of freshmen. A special meeting is scheduled for new staff members at which time information is given concerning payroll procedures, participation in insurance and retirement programs and other items of interest to new members.

A series of additional meetings is scheduled for new faculty members during the first few weeks of the term at which key academic and administrative personnel will give information concerning the history of the University, the role and purposes of the University, administrative organization and procedures, instructional programs, student personnel program, University services and educational and cultural programs in the community. The purpose of these meetings is to give the new staff members a general overall view of the University, its programs and services, and the community in which it serves. The Vice President and Executive Dean of the instructional units will be responsible for the conduct of this orientation.

4. Academic Honesty

This University expects high standards of academic endeavor on the part of both teacher and student. It is in this relationship that truth and honesty are recognized as fundamental to a university community. The University expects both students and faculty to adhere to these principles and in so doing to foster the ideals for which the University was founded. In particular, this implies that the student will do his academic work without unauthorized aid or recourse to unauthorized means of any kind.

Professors should exercise care in the planning and supervision of academic work so that honest effort will be encouraged. Professors should also make the students aware of the special hazards to academic honesty that they may encounter as they pursue their studies.

Breaches of academic honesty as may occur will be handled in the following way. In instances of cheating that appear to warrant a failing grade in a course, the professor will notify the Department Chairman and the Dean of Academic Affairs, in writing, of the circumstances. The student shall have the right to appeal the Professor's decision as specified in the "General Student Regulations".

In instances of academic dishonesty in which the professor feels that action stronger than a failing grade in the course is indicated, the professor will report the situation to his Department Chairman, the Dean of Academic Affairs and the Vice President and Executive Dean of the instructional unit and the Vice President for Academic Affairs. When in their judgment such action is warranted, the student may be referred to the Office of Student Affairs, which will determine appropriate disciplinary action in keeping with procedures utilized in the handling of other types of student conduct situations.

5. Faculty Records

All faculty members are requested to provide their home address, telephone number and the names of spouse and children to the Dean of Academic Affairs or to the Regional College Director at the beginning of each academic year.

It is the obligation of all faculty members to request the institutions of higher education in which they have done academic work, to send the official transcripts of this work, directly to the Dean of Academic Affairs of their instructional unit.

At the beginning of each academic year, all faculty members are requested to report their professional activities and achievements to the Dean of Academic Affairs of their instructional unit in order to update their professional dossier, including their plans for outside work.

6. Community Service

The University encourages its faculty members to share their academic expertise with the community through participation in community activities within bounds that do not interfere with their obligation to the Institution.

7. Professional Activities and Organizations

Recognizing that membership and participation in professional organizations and associations affords the faculty member the opportunity to contribute to the development of his discipline and to self improvement, the University encourages all faculty members to be active in the professional organizations of their choice.

For special conferences, institutes and workshops for faculty and administrative officers, the university may pay travel expenses, per diem, and fee charges for staff members attending such programs. In some instances individual faculty members or administrative officers are requested to attend if the problems or topics under discussion for consideration are of special interest to the University or if the University should be officially represented. Attendance at conferences, institutes, and workshops of this type are subject to the approval of the Vice President and Executive Dean of the Instructional Unit.

8. Faculty Attendance at Social Affairs

A very important aspect in the social planning undertaken by student groups is the inclusion of the faculty in their social affairs. Student groups organize interesting and enjoyable events and are greatly pleased when their invitations are accepted. Faculty attendance lends dignity to the occasion and brings reassurance and a certain quality of pride to the students. The congeniality and poise of faculty in this student-faculty relationship are sources of social experience which help cultivate good social behavior in our students. For these reasons the University expects the faculty to attend these affairs to the fullest possible extent.

Faculty members ought also to attend, whenever convenient, the social affairs planned either by the faculty itself or by the administration. This interaction is good for morale and for the general image of the University.

9. Commencement Exercises

The Commencement Exercise is a milestone in the lines of all graduating students. On this solemn occasion they like to see a significant proportion of the faculty participating in the ceremonies. This is so, among other reasons, because the faculty members are the persons responsible, through their teaching, their guidance and their inspiration for making it possible for the students to achieve their vocational and academic goals. Faculty members, therefore, are expected to participate in the Commencement Exercises of their respective campus, wearing appropriate academic attire, as per specific directives of the respective Vice President and Executive Dean.

10. Student Advisement

Although the University makes every effort to provide academic counseling to its students, its basic policy places the responsibility for planning the student's program upon the student himself. After the student has elected a major field of study prior to the conclusion of his freshman year, the Counseling Office in consultation with the chairman of the Department of the selected major will notify the student regarding his academic advisor. In the case of the Regional Colleges the directors will assign the student an academic advisor. After the freshman year, each student should plan his program with his assigned advisor.

13. OPERATIONAL GUIDELINES

a. Orientation to Courses

At the opening of each semester, faculty members should present to each class the course syllabus appropriate to the class with the following infomation:

(1) The prerequisites of the course, if any, and the class standing, that is freshmen, sophomore, etc.;

(2) The contents of the course;

(3) The objectives and values to be derived from the course;

(4) The complete requirements of the course, such as name, textbook, and other materials required, number and nature of reports to be recorded, outside reading, notebook requirements, and the type of quizzes to be used, and;

(5) How the various requirements of the course are counted in determining the final grade.

The first meeting of each class should consume the full time alloted by the schedule. In other words, this meeting should not be devoted to the assignment of the textbook followed by an immediate dismissal of the class.

b. Syllabi

Each faculty member is expected to have in his possession a syllabus for each course he teaches.

It is responsibility of each Department Chairman to have on file syllabi for all courses taught in his department. It is also his responsibility to submit to the office of the Dean of Academic Affairs copies of the syllabi for all courses in his department.

c. Tests and Examinations

Final examinations are to be administered at the end of each semester or session according to the published schedule. Generally, six days are devoted to the examination period during the regular semester, and one day during each of the two summer sessions. Although tests are not required at specific times during the semester, some measure of a student's progress should be made before the middle of the semester . Unless a written legitimate excuse is presented, a student who misses a final exam will be given automatically an "F" grade for that exam.

d. Attendance Requirements

The University expects regular class attendance. The responsibility for attending classes rests with the individual student. The student will be responsible for making up work missed due to absence in such manner and time as is considered satisfactory by the instructor. A student who, for any reason, is absent from class more than twice the number of credit hours in the course may be dropped from the course at the discretion of the instructor.

In times of disorders affecting the normal function of the University, the administration may require daily attendance reports in order to ascertain the effects of the disorder on the academic program. The faculty, therefore, will provide the required attendance reports promptly and accurately.

e. Use of the University Facilities

Faculty members and other employees are not permitted to hold classes, workshops, or other such projects in college buildings or use college equipment for private gain. All classes or instructional projects involving any collection of money are to be handled through the Business Offices.

f. Smoking Regulations

Smoking prohibitions are determined by each campus. No smoking is permitted where notices to that effect are posted.

14. GRADING SYSTEM

Course grades are given to students as an indication of the level of achievement in any given course. The University has established a quality point system to be used in accumulating and summarizing these grades. This quality point system is used to determine the minimum degree of general competence for graduation and for continuing the academic program at any level, and to assign special honors to students who excel. Grades are reported in accordance with the following system:

A superior attainment where the student demonstrate a quality of work beyond the formal requirements; 4 points per credit hour.

B good attainment above the usual accomplishment, representing grasp of the subject; 3 points per credit hour.

C an average comprehension of the subject and reasonable ability to handle ideas; 2 points per credit hour.

D below average performance in dealing with subject matter ideas; one point per credit hour. (This grade is used only for undergraduate level work.)

F failure; no point per credit hour.

W withdrawn

I incomplete. When, in the judgement of his instructor, a student has justifiable reasons for not completing the requirements of a course, the instructor may assign the grade of "incomplete". Students who receive a grade of "incomplete" must remove it not later than the midterm of the semester following the one in which the "incomplete" was given. If the "incomplete" is not removed in the time specified, the student will receive a grade of "F" in the course. This policy will apply whether or not the student is enrolled in the University for the following semester. The responsibility for removing the "incomplete" rests with the student.

R registration credit. No qualitative grade earned. Not accepted for degree credit since enrollment was on an auditing basis.

Every student will have the right to repeat any course if he is not satisfied with the grade. In cases of repetition, students will be permitted to repeat the course not more than twice and only the best grade will count.

15. LIBRARY

a. Circulation

Faculty may borrow books for classroom or research use on an "indefinite-loan" basis for the current semester.

All materials, however, must be inventoried at the end of each semester. Those items which are still required may be renewed for another semester.

b. Reserve Books

Professors should place on reserve, at least forty-eight hours before assignments are made, any books which a considerable number of students will use in a course. Printed forms for listing such books may be obtained from the Circulation Desk. Reserve books should be listed by both course numbers and the name of the professor. Since the Reserve Section is intended primarily for current assignments, at the end of each semester all books on reserve are returned to their regular shelves. This permits other departments greater access to these books for wider circulation, especially when the subjects involved are inter-disciplinary in nature. If a course is repeated, then the proper notification to the Circulation Librarian is required.

c. Ordering

All books, periodicals and other materials are ordered by the Department Chairman and Library staff according to an announced budget. Professors desiring to order items should contact their Department Chairman for books or contact the Acquisition Librarian for materials of a wider usage such as fiction and reference works. The professors should fill out the order cards which can be obtained from the Librarian.

16. SICK LEAVE

Full-time faculty members will be allowed 1 1/2 days of sick leave per month. It will be cumulative to a maximum of sixty days. Any request for extension should be made through the Dean of Academic Affairs to the Vice President and Executive Dean of the instructional unit who submits his recommendation through the Vice President for Academic Affairs to the President.

Full-time faculty members requiring a maternity leave will be granted four (4) weeks before and four (4) weeks after the birth. If the birth occurs before the end of the fourth week, the time lost in that four-week period will be added to the four-week period after birth. Also, when the birth occurs after the four-week prenatal rest period, then the prenatal four-week rest period is extended for the length of time until birth. Faculty members will receive one-half of their salaries during this maternity leave. If, however, medical evidence is presented of post-partum complications, the four-week rest period after birth may be extended an additional eight weeks without pay.

17. SABBATICAL LEAVES

a. Purpose

Inter American University of Puerto Rico grants sabbatical leaves in order to enhance the scholarly and teaching competence of the individual faculty member through the implementation of a planned program of professional development. Routine work similar to present activities at this University is not regarded as particularly beneficial to the University or as enhancing the prestige of the faculty member on leave.

b. Eligibility

(1) Rank of associate or full professor.

(2) Six (6) consecutive years of full-time teaching at Inter American University of Puerto Rico, immediately prior to the period for which the sabbatical is solicited.

(3) Submission of a proposed written program consistent with the purpose previously stated.

It is understood that there will be no presumption that the mere passage of time will earn a leave of absence. Such leaves are not granted automatically.

c. Terms of Leave

(1) Maximum financial support shall consist of two semester at one half salary or one semester at full salary. Should a faculty member elect to take his sabbatical during the summer, the period between the end of the second regular semester of the current academic year and the beginning of the fall semester of the following academic year, will count as one semester.

(2) Maximum length will be a period of twelve months.

(3) A faculty member on sabbatical leave cannot accept another position for which he is paid, or engage in any activity not clearly specified in his proposal without losing his sabbatical stipend or having it readjusted.. The responsibility to report such activity for pay or without pay to the Dean of Academic Affairs lies with the faculty member on leave.

(4) The faculty member has an obligation to return to the University for a period of at least three years following completion of the leave of absence. In lieu of such service the full amount of the grant becomes payable to the University, or a proportionate part of it, should he not complete his three years, unless otherwise agreed between the faculty member and the University.

(5) The faculty member is free to seek financial support outside of University funds in the form of scholarships, grants, awards, and fellowships.

(6) The University will assume the obligation of reinstating the faculty member to a teaching position equivalent to the position he held prior to his leave (Administrative responsibilities excluded).

d. Implementation

(1) The procedure for the granting of sabbatical leaves involves the approval of the Department Chairman or Regional College Director, Dean of Academic Affairs, Vice President and Executive Dean of the instructional unit, the Vice President for Academic Affairs, and the President.

(2) Application for sabbatical leaves must be made in writing by November 1 for a leave beginning during the following summer sessions or fall semester and by April 1 for a leave beginning the following spring semester.

(3) Under special circumstances, and subject to adequate documentation, the President reserves the right to waive the rules applying to sabbatical leaves with notification to the Board of Trustees.

18. LEAVES WITHOUT PAY

Inter American University of Puerto Rico will grant leaves without pay to faculty members who request such leaves to accept other temporary positions, to engage in consulting and research, to study or for other justifiable reasons. Such leaves should not extend beyond an academic year unless otherwise agreed upon by the University and the faculty member. Application for such leaves must be made in writing to the Dean of Academic Affairs of the corresponding instructional unit by January 15 for a leave beginning the following fall semester, and by May 15 for a leave beginning the following spring semester.

Action will be taken and notification will be given within fifteen days after these deadlines. The University will assume the obligation of reinstating the Faculty member to a teaching position equivalent to the position he held prior to his leave (administrative responsibilities excluded).

19. LEAVES AND FRINGE BENEFITS

If the University approves officially a sabbatical or other study leave for a full-time faculty member, whether on salary, loan, study grant, fellowships, external aid, or without any financial assistance, they are eligible to receive the following fringe benefits as stated in this Manual:

Retirement Benefits (Optional)
Life and Medical Services Insurance Plan
Disability Insurance Plan
Tuition Benefits

20. STUDY GRANT FUND

The Study Grant Fund has been created to assist University faculty, staff, and promising graduates in obtaining advanced degrees which will promote their professional and academic growth. The policy under which this Fund will be administered is as follows:

a. The maximum study grant for an academic year will be $6,000.

b. Faculty members or administrative staff must have served the University not less than two years to qualify for a grant under this Fund. Prior service requirements do not apply to promising graduates.

c. Promising graduates eligible for grants are those students who have distinguished themselves academically, have demonstrated concern for and loyalty to the University, and are recommended as faculty or administrative staff possibilities after careful evaluation by the Department Chairman, the Dean of Academic Affairs and the Vice President and Executive Dean of the

instructional unit or any Vice President.

d. Persons receiving a grant from the Fund will assume the obligation of service to the University as follows:

to $2,000 - one year service
$2,001 to $4,000 - two years of service
$4,001 to $6,000 - three years of service

Should the person leave the service of the University prior to the completion of the required years of service, the proportion of the grant corresponding to the proportion of time required shall become payable to the University. The schedule of the repayment will be determined by the Vice President for Financial Affairs.

e. Administrative Staff of the campuses will submit applications to their immediate supervisor to be presented to the Vice President and Executive Dean of the instructional unit.

f. Administrative staff of University-wide services will submit their applications to their immediate supervisor, then to the Vice President in charge of the service.

g. Promising graduates will utilize the appropriate channel (faculty or administrative) for submitting their study grant applications.

h. All applications will finally be submitted to the Vice President for Academic Affairs who will present them to the President for final approval.

i. Applications for grants under this fund for the summer or coming academic year should be submitted not later than January 15th. Action will be taken and notification will be given on or before February 1.

j. The schedule of payments of grants for the academic year will be as follows:

First half of grant - September 1
Second half of grant - January 1

k. Should more than $6,000 be necessary to complete a degree program additional assistance may be granted in the form of an interest-free loan. The schedule of repayment will be approved by the Vice President for Financial Affairs prior to the loan approval.

l. Under special circumstances, all or some of the rules governing the use of this Fund may be waived by the President with notification to the Board of Trustees.

m. The University will assume the obligation of reinstating the faculty member to a teaching position equivalent to the position he held prior to his leave (administrative responsibilities excluded).

20. TUITION BENEFITS

Full-time faculty, spouses and dependent children are entitled to full tuition scholarships for university-level course work at Inter-American University of Puerto Rico.

Dependent children of full-time faculty will be granted one half of the tuition up to $300 per child per year at any private elementary or secondary school in Puerto Rico including schools maintained by the armed services of the United States in Puerto Rico. Such schooling includes kindergarten through grade 12. Nursery school work and other special type training of education are not included.

21. RETIREMENT BENEFITS

a. Participation

A retirement plan is avialable for full-time faculty members who have completed one year of service with the University. The one year preliminary service period may be waived for individuals who already are participating in approved retirement contracts. Enrollment in the retirement program takes place during the first thirty days following August 15 of each year.

b. Retirement Age

Except as provided in section c under "Retirement Benefits", all participants in this retirement plan shall retire at the end of the academic year in which they attain age 65 herein called normal retirement age.

c. Extension of Service

The Board of Trustees may grant an extension of service beyond normal retirement age of 65 for definite periods not to exceed one year, but no such extensions shall postpone retirement beyond the end of the academic year in which age 70 is attained. To obtain such extension the person must request it from his immediate superior who will send it with his recommendation to the Vice President and Executive Dean of the instructional unit or the Vice President in charge of the department in which the person serves. The officer in turn submits the request through the Vice President for Academic Affairs to the President.

d. Contributions

Each participant in this retirement plan shall contribute five percent of his regular monthly compensation. Inter American University of Puerto Rico shall deduct such contribution from compensation payments, add five per cent of each participant's regular monthly compensation as its contribution and apply the combined sum to the purchase of retirement benefits.

According to TIAA-CREF policy, annuity premiums may be allocated between TIAA and CREF in any proportion, including payment of the full payment to either company. Therefore, at the election of the participant the premium will be allocated according to his choice.

e. Leave of Absence

While a faculty member is on leave of absence with pay, Inter American University of Puerto Rico will continue contributions toward retirement benefits based on salary paid if the participant does likewise.

f. Contracts

Each TIAA retirement annuity contract and CREF certificate issued in accordance with section d of this plan is for the sole purpose of providing a retirement and/or death benefit and is the property of the individual participant.

g. Repurchase

In the event a participant in TIAA or CREF leaves the employment of Inter American University of Puerto Rico for reasons other than retirement or disability and requests repurchase of his annuity, the

University will approve such purchase provided it meets the conditions under which TIAA-CREF will repurchase annuities automatically, and provided that the participant consents and that the portions of the repurchase value attributable to the University's contributions shall be paid to the participant by TIAA-CREF on the basis of 20% per year of participation in the program through the fifth year. The difference, if any shall be paid to the University by TIAA-CREF.

h. Amendment

While it is expected that this plan will continue indefinitely, Inter American University of Puerto Rico reserves the right to modify or discontinue it at any time.

23. LIFE AND MEDICAL SERVICES INSURANCE PLAN

"Life and Medical Services Insurance" is available at no cost for all full-time faculty and administrative personnel. Medical services are also provided for dependents of full-time faculty and administrative personnel at a very low cost.

24. DISABILITY INSURANCE PLAN

The Disability Insurance Plan provides 60% of continued monthly income and up to $1,500, at no cost for full-time faculty members when these are not able to work, following a sixty day waiting period after the ocurrence of disability due to sickness or injury. The disability insurance will be received until age 65 or until the employee is able to resume work. The injured employee will continue to receive his regular monthly salary during the waiting period, if and to the extend to which he has accrued sick leave or earned vacation benefits.

25. MOVING AND TRAVEL ALLOWANCES

a. Travel Allowance

(1) Faculty personnel recruited from any part of the Americas will be offered economy air fare for themselves, spouse, and dependent children from their home base to San Juan or Mayaguez via the most

direct route. If some other mode of travel is used they will be compensated to an amount not to exceed the air economy rate.

(2) Faculty personnel recruited from outside of the Americas will be offered economy air fare for themselves, spouse and dependent children from either New York or San Francisco, depending on which is nearer to their home base, to San Juan or Mayaguez via the most direct route. If some other mode of travel is used they will be compensated to an amount not to exceed the air economy rate.

(3) Air tickets or a check drawn at the air economy rate will be forwarded to the new appointee upon request from the Vice President and Executive Dean of the contracting instructional unit.

b. Moving Allowances

(1) Faculty personnel recruited from off-shore Puerto Rico will be compensated up to $300, for a single person and up to $500, for a married person. These expenses will be paid on arrival upon presentation of the receipts.

(2) Moving expenses on-island will be paid only when faculty presently employed by the University relocate at the request of the Vice President for Academic Affairs or the President.

26. THE UNIVERSITY SEAL, SHIELD, STATIONERY AND USE OF NAME

The Seal of Inter American University of Puerto Rico is reserved for official documents published by the University. The Shield may be used as a symbol of identification or decoration by alumni, students, or others affiliated with the University.

The official stationery of the University has been approved by the President and is the only stationery which shall be used for University business. This design permits designation of a specific office and of a specific return mailing address.

The name of the University shall not be used by any faculty or staff member in sponsoring or recommending any commercial service or product. Members

of the University shall not use University stationery for any other than official business of the University.

OVERTIME SALARY SCHEDULE

Faculty With Academic Rank at Inter American University of Puerto Rico

Highest Academic Degree Held	Base Salary Rate Per 3 credit hour course	Additional Compensation According to Rank
Undergraduates:		
Doctorate	$650.00	$50.00 Professor
Masters	$550.00	$40.00 Associate Professor
		$30.00 Assistant Professor
Graduate:		
Doctorate	$700.00	$50.00 Professor
Masters	$600.00	$40.00 Associate Professor
		$30.00 Assistant Professor

Note: The use of instructors for overtime teaching should be restricted as much as possible.

Summer Sessions

For summer session teaching, faculty with academic rank at Inter American University, will be paid on the basis of the overtime salary schedule for the academic year immediately preceding the summer session.

For faculty without academic rank at Inter American University the part-time salary schedule for the academic year immediately preceding the summer session will apply.

1. CONDITIONS OF EMPLOYMENT

a. Definition of Part-time Faculty

Part-time faculty as used here in shall refer to part-time instructional staff which does not hold faculty rank of Instructor, Assistant Professor, Associate Professor or Professor.

b. General

The University expects that all instructional staff, count as prime requisites a concern for the intellectual, cultural, spiritual and moral life of the students, and that the faculty work together in an open-minded manner regardless of personal conviction and support academic programs and general aims and goals of the University. They are also expected to support the educational policies of the University to serve it loyally, to work constructively toward the improvement of the institution, and at all times to conduct themselves with proper dignity.

c. Faculty Office Hours

In addition to the teaching schedule, each member of the part-time faculty should schedule sufficient time for student consultation. Each Department Chairman should have a complete schedule of work of all members of his department. Department Chairmen are to submit a copy of this complete schedule to the Dean of Academic Affairs.

d. Faculty Absences

Any faculty member who contemplates being absent from regular campus duties is expected to make arrangements in advance with the Department Chairman or the Regional College Director.

A professor who desires to be absent from the campus and to miss classes should get the permission of the Chairman of the Department and the Dean of Academic Affairs or the Regional College Director. A professor who misses classes due to an emergency or illness should notify, within 24 hours or as soon as physically possible, the Department Chairman and the Dean of Academic Affairs or the Regional College Director, or the Vice President and Executive Dean in the case of the School of Law.

2. ACADEMIC FREEDOM AND RESPONSIBILITY

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his subject but should be careful not to emphasize in his teaching controversial matter which is extraneous to his subject.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and clearly indicate that he is not a spokesman for the University.

This University is committed to the solution of problems and controversies by the method of rational discussion. Acts of physical force or disruptive acts, therefore, interfere with university activities, with freedom of movement on the campus, and with freedom for students to pursue their studies. They are the antithesis of academic freedom and responsibility and are acts which in effect deny freedom of speech, freedom to be heard, and freedom to pursue research to their own choosing to members of the academic community or to invited visitors to that community.

Further, as the University is also committed to the proposition that faculty members in higher education are officers of the University and share in the authority and responsibility in the general governance of the institution, it is held that this common life renders the strike inappropriate as the mechanism for the resolution of most conflicts within higher education. Faculty members, therefore, should exercise their right to strike only if they believe that another component of the University is inflexibly bent on a course which undermines an essential element of the educational process.

3. OPERATIONAL GUIDELINES

a. Orientation to Courses

At the opening of each semester, faculty members should present to each class a course syllabus appropriate to the class with the following information:

(1) The prerequisites of the course, if any; and the class standing, that is, freshman, sophomore, etc.;

(2) The contents of the course;

(3) The objectives and values to be derived from the course;

(4) The complete requirements of the course, such as name, textbook and other materials required, number and nature of reports to be recorded, outside reading, notebook requirements, and the type of quizzes to be used; and,

(5) How the various requirements of the course are counted in determining the final grade.

The first meeting of each class should consume the full time allotted by the schedule. This meeting should not be devoted to the assignment of the textbook followed by an immediate dismissal of the class.

b. Syllabi

Each faculty member is expected to have in his possession a syllabus for each course he teaches. It is the responsibility of each Department Chairman to have on file syllabi for all courses taught in his department. It is also his responsibility to submit to the office of the Dean of Academic Affairs copies of the syllabi for all courses in his department.

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I incomplete. When, in the judgement of his instructor, a student has justifiable reasons for not completing the requirements of a course, the instructor may assign the grade of "Incomplete". Students who receive a grade of "incomplete" must remove it not later than the midterm of the semester following the one in which the "incomplete" was given. If the "incomplete" is not removed in time specified, the student will receive a grade of "F" in the course. This policy will apply whether or not the student is enrolled in the University for the following semester. The responsibility for removing the "incomplete" rests with the student.

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The official stationery of the University has been approved by the President and is the only stationery which shall be used for University business. This design permits designation of a specific office and of a specific return mailing address.

The name of the University shall not be used by any faculty or staff member in sponsoring or recommending any commercial service or product. Members of the University shall not use University stationery for any other than official business of the University.

PART-TIME SALARY SCHEDULE

Highest Academic Degree Held	Base Salary Rate Per 3 Credit Hour Course
Undergraduate:	
Doctorate	$650.00
Master	$550.00
Graduate:	
Doctorate	$700.00
Masters	$600.00